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ABSTRACT

This listing and bibliography is designed to provide an overview of the kind of material that has been published in areas related to planning in higher education. The contents are segmented into categories and subcategories: (1) periodicals and organizations (including educational periodicals, periodicals in organization and administration, and organization names); (2) general interest references (annotated); (3) a bibliography by organization or publisher (including the ERIC Clearinghouse on Higher Education, Jossey-Bass, the Carnegie Commission, the HEGIS surveys, ACE panel reports, and AIR forums); (4) miscellaneous sources; and (5) a subject bibliography on students, facilities, enrollment, governance, curriculum, and finance, planning and evaluation, college organization and administration, and junior colleges. (MSE)

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A CATALOGUE ON PLANNING IN HIGHER EDUCATION

Organizations, Periodicals, Bibliography

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Planning and Institutional Research
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January, 1973

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I INTRODUCTION

This document is designed to be a catalogue of source information related to higher education planning and administration, with an emphasis on the tools required for a planning officer. The problems associated with development of a document of this nature relate not to the availability of material but rather to how to determine candidates for inclusion or exclusion. Unfortunately, the present job descriptions of individuals charged with a planning function in higher education include such a diverse range of responsibilities that it is virtually impossible to characterize the typical planner. Such an individual may be an Academic Dean, Finance Officer, Director of Institutional Research, or maybe even a Planning Coordinator. Obviously, the interest in and emphasis upon various facets of planning will differ as a function of the officer in charge of the process.

Planning implies incorporation of information from all areas of the institution, and it is fair to argue that in order to be an effective planning coordinator, one should have at least a minimal level of knowledge concerning each of those areas. The acquisition and maintenance of such knowledge is mandatory for reasons ranging from the requirement that a Planning Officer should be able to determine when a critical area of institutional activity is being omitted from a planning activity to the very basic requirement that the officer will need to be conversant with officers from other areas of the institution at some minimal technical level at some time or another.

The foregoing reasons, then, argue that a bibliography on planning ought to encompass virtually every aspect of institutional life and that the bibliography should go far beyond the "how to do it" references. The basic premise of this document is that a Planning Officer in an institution of higher education is a generalist, expert in planning coordination and knowledgeable in all other areas of institutional life. Probably such an individual will have another area of expertise which will be found interwoven into the basic fabric of the planning process, for in the final analysis one tends to apply to any task those skills which can be most successfully linked to the project.

The document is not presented as an exhaustive list of material on planning and/or college administration and organization; rather, it is designed to provide an overview of the kind of material that has been published in areas related to planning in higher education. The content of the catalogue is segmented in several ways so that entry into the literature

might be facilitated. The reader interested only in organizations and/or periodicals will find several small sections for his review, while the reader interested in a particular subject area might find the area of his interest in the "Subject Bibliography" section. The purpose of segmenting the remainder into an organizational structure is to permit the reader to determine the type of material published by the different organizations as well as the type of material available in general. In some cases the bibliography is annotated, while in others the material has not been reviewed prior to its inclusion. Attempts have been made to eliminate duplication, but in some cases elimination was not possible, especially between the "Subject Bibliography" section and the other sections.

Typical of documents of this type, the development of a catalogue is an evolutionary process. Probably all of the "best" references under each of the headings have not been included, and the problem relates not only to the availability of material to the author, but also to each individual's assessment of the value of his own selections. Correspondence from interested readers with suggestions for additions, deletions, or modifications of structure are both solicited and welcome.

I would like to thank Dr. Clifton Conrad from The College of William and Mary in Virginia, and Dr. Nickolas L. Poulton from Western Michigan University, for their suggestions and contributions to the document. Special thanks go to Mrs. Emilie Smith for her tireless efforts in the preparation of the manuscript.

II PERIODICAL AND ORGANIZATIONS

EDUCATIONAL PERIODICALS

AAUP Bulletin
AGB Reports (association of Governing boards of Universities and Colleges)
American Educational Research Journal
Change Magazine
Chronicle of Higher Education
College and University
Community and Junior College Journal
Compact
Educational Record
Eric/Higher Education Reports
Harvard Educational Review
Higher Education
Higher Education in the States (ECS)
Journal of Educational Research
Journal of Higher Education
Junior College Research Review
New Directions for Higher Education
New Directions for Institutional Research
Research in Higher Education
Review of Educational Research
Sociology of Education

PERIODICALS IN ORGANIZATION AND ADMINISTRATION

Administrative Science Quarterly
American Behavioral Scientist
American Journal of Sociology
American Sociological Review
General Systems Yearbook
Human Relations
Journal of Applied Behavioral Science
Journal of Conflict Resolution
Management Science
Public Administration Review

ORGANIZATIONS

American Association of Collegiate Registrars and Admissions Officers
American Association of Community Colleges and Junior Colleges
American Association of University Administrators
American College Testing Program
American Council on Education
American Educational Research Association
American Institute of Architects
American Institute of Planners
American Society of Civil Engineers
American Society of Mechanical Engineers
American Society of Planning Officials
Association for Higher Education
Association for Institutional Research
Association of American Colleges
Association of American Universities
College Entrance Examination Board/College Scholarship Service
Department of Health, Education, and Welfare
Education Commission of the States
Educational Facilities Laboratory
Educational Resources Information Center
Educational Testing Service
National Association of State Universities and Land-Grant Colleges
National Board of Graduate Education
National Center for Higher Education Management Systems
National Education Association
Operations Research Society of America
Society for College and University Planning
Society of Landscape Architects
State Higher Education Executive Officers Association

III GENERAL INTEREST -- ANNOTATED

Dressel, Paul L., Handbook of Evaluation: Assessing Institutional Effectiveness Student Progress, and Professional Performance for Decision-making in Higher Education, Jossey-Bass, 1976.

A lengthy, detailed book describing techniques for evaluation of most of the aspects of institutional life. The book is best used as a handbook rather than as a text and is a good sequel to Dressel's previous book: Institutional Research in the University.

Dressel, Paul L. and Associates, Institutional Research in the University, Jossey-Bass, 1971.

Includes chapters on many of the types of support that planning officers might need from Institutional Research. A chapter on long range planning is also included. Bibliographies are included at the ends of many of the chapters.

Sample chapters include: "Major Problems in Higher Education," "Evaluating Outcomes of Instruction," "Developing and Using Information Systems," "Conducting Self-Study," and "Allocating and Utilizing Resources."

Halstead, D. Kent, Statewide Planning in Higher Education, U.S. Government Printing Office, 1974.

From the foreward: "Statewide Planning in Higher Education contains so much useful information that it is destined to become the standard reference for all persons engaged in any phases of planning that affect the future of colleges and universities."

The bock has fourteen chapters and four appendices. Typical headings include "Socioeconomic comparisons among States," "Space Management and Projection," "Measuring Professional Manpower Supply and Demand," and "State Budgeting for Higher Education."

Knowles, Asa S., (Editor-in-Chief), Handbook of College and University Administration, McGraw-Hill, 1970.

A two volume, approximately 3200 page, extensive work on higher education administration. The two volumes encompass 200 chapters with over 160 authors contributing to the effort. The volume on general administration includes sections on legal aspects of general administration (85 pages), governing boards (3 pages), general administration (183 pages), planning, space requirements and institutional research (123 pages), planning relations, development and alumni relations (250 pages), non-academic personnel administration (87 pages), physical plant administration (161 pages), and business and financial administration (451 pages). The volume on academic administration contains eleven sections covering the spectrum of the tasks associated with the responsibility.

Lawrence, B. and Service, A. (Editors), Quantitative Approaches to Higher Education Management, ERIC Research Report Number 4 (1977), American Council for Higher Education, 1977.

An excellent summarization of the problems and promises related to the application of quantitative techniques to the institutional management process. Topics considered include Goals and Outcomes, Models, Information Systems, etc.

Mayhew, Lewis B., Legacy of the Seventies, Jossey-Bass, 1977.

Permits the reader to review recent trends in several areas of the college or university. Areas considered include Curriculum and Instruction, Educational Technology, Governance, Finance, and non-Traditional Education. Throughout the book Mayhew considers the future impact of the issues related to these areas, and there is a final chapter which attempts to summarize the significance of the areas covered in the rest of the book.

Mayhew, Lewis B., The Literature of Higher Education, Jossey-Bass, 1972.

Attempts to digest and comment on most of the books about American Higher Education published in 1971. Mayhew attempts to accomplish this task each year.

Means, Howard B. (Editor), The Chronicle of Higher Education: A Ten-Year Index, Editorial Projects for Education, Inc., 1977.

A ten-year index, cross referenced by topic, author, subject, institution, and just about any other area. The index covers all articles published in The Chronicle between November 23, 1966 and August 16, 1976.

Pfnister, Allan O., Planning for Higher Education, Westview Press, 1976.

This book presents some of the problems which face a typical Academic Dean in today's college or university. The approach is through development of trends in each of the areas under consideration, which include enrollment decline, students, governance, curriculum, and finance.

The unique feature of the book is its extensive references to the literature. Thus, the reader will find the book useful not as a definitive "how to do it" reference, but rather as an entry into the literature related to a particular area of concern.

IV BIBLIOGRAPHY BY ORGANIZATIONS OR PUBLISHER

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Casasco, Juan A., Corporate Planning Models for University Management, 1970.

Casasco, Juan A., Planning Techniques for University Management, 1972.

Conrad and Cosand, Implications of Federal Education Policy, 1976.

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Harvey, James, College and University Planning, 1971.

Peterson, Richard E., The Crisis of Purpose: Definition and Uses of Institutional Goals, 1970.

Shulman, Carol H., Compendium Series of Current Research, Programs and Proposals. Number one: Governance, 1970.

Smith, Albert E., Faculty Development and Evaluation in Higher Education, 1976.

Toombs, William, Productivity: The Burden of Success, 1973.

Trivette, David A., Accreditation and Institutional Eligibility, 1976.

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Trivette, David A., Small College Management: Key to Survival, 1973.

Weathersby, George, Institutional Goals and Student Costs, 1976.

From the Series: New Directions for Higher Education, Jossey-Bass Inc., publishers:

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Lenning, Oscar (editor), Improving Educational Outcomes, Volume 4, Number 4, Winter 1976.

Mason, Thomas (editor), Assesing Computer-based Systems Models, Volume 3, Number 1, Spring 1976.

Schuster, Jack (editor), Encountering the Unionized University, Volume 2, Number 1, Spring 1974.

Stewart and Harvey, (editors), Strategies for Significant Survival, Volume 3, Number 4, Winter 1975.

From the sequence of reports by the Carnegie Commission on Higher Education, 1947 Center Street, Berkeley, California.:

Cheit, Earl F., The New Depression in Higher Education, 1971.

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Mood, Alexander M., The Future of Higher Education: Some Speculations and Suggestions, 1973.

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O'Neill, June, Resource Use in Higher Education, 1971.

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"Salaries and Tenure of Full-time Instructional Faculty"
"Financial Statistics of Institutions of Higher Education"
"Opening Fall Enrollment"
"Projections of Educational Statistics to 1983-1984"

Selected from the American Council on Education, One DuPont Circle, Washington, D.C., Higher Education Panel Reports:

Energy Costs and Energy Conservation Programs in Colleges and Universities: 1972-1973 and 1974-1975, Number 31, April 1977.

Faculty Research: Level of Activity and Choice of Area, Number 29, January 1976.

College and University Facilities: Expectations of Space and Maintenance Needs for Fall 1974, Number 20, September 1974.

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1969--The Challenge and Response of Institutional Research
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1972--Reformation and Reallocation in Higher Education
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A 300-page bibliography including references to publications from 47 of the states, NCEC, NCHEMS, ERIC, the Ford Foundation, and SREB.

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